

SBRC D Project Technical Team Meeting Minutes October 22, 2007

List of Attendees:

- Alok Verma -Project Technical POC and PI-ODU
- Carol Considine -Co-PI, ET Dept.-ODU
- Cheng Lin -Co-PI, ET Dept.-ODU
- Ron Jerasa -Colonna's Shipyards
- Larry Koeck -NGNN
- William Prescott -NGNN

(Via Teleconference)

- Audrey Smallwood - ATN
- Margie Kraft - ATI
- Ian Bennitt - SCA

(Not Present)

- Eddie Hughes - Colonna's Shipyards
- Vince Warren - NGNN
- Josephine Anderson - VSRA
- David Cobb - NGSS
- Mark Scott - NGSS
- Joe Williams - BAE Systems
- Regina Farr - MARAD
- Nina Martin - NGSS/MGCCC
- Brock Clark - MGCCC

Minutes:

1. Alok Verma welcomed everyone and introductions were made.
2. Alok Verma gave an update on the Teachers and Counselors Workshop in Hampton Roads and said that the workshop got good reviews from the teachers and counselors. He added that 108 students had registered for the career day event in Hampton Roads while 30 students registered for the event at Gulf Coast. The following additional comments were made:
 - Larry Koeck asked if we should limit the number of students registering for the event from a school.
 - Carol Considine said that we should not limit the registration and it should be on a first come first served basis. She further added that in case a school wanted to bring 200 students then we would tell them to limit the number to one busload (48).
 - The members agreed that there should be no limit on the registration.

- Ron Jerasa said he had received a call from one of the school 's that wanted to invite him to speak at a senior's night. He said he would make sure someone went to address the students.
3. Joe Williams was not present and Alok Verma said that he was working on the layout.
 4. Alok Verma said that he and Audrey Smallwood had been working on the sponsorship and he had sent a list of 300 companies to Audrey to shortlist to about a 100 to send the sponsorship packages. The following additional comments were made:
 - Audrey Smallwood said she would go through the list and shorten it to about 100 companies.
 - Alok Verma said that they already had 5 sponsors in Gulf Coast as well as Hampton Roads.
 - Larry Koeck asked if it was possible to have some sponsors from here have a booth down at the gulf coast.
 - Audrey Smallwood said she would be able to get enough people to fill in the spots.
 - Alok Verma said VSRA had given their membership list and he would shorten them and send them the sponsorship packages.
 - Alok Verma also spoke about the revised estimates of the Ted Constant Center and the layout of the Ted Constant.
 - Carol Considine said that earlier they had talked about moving the CAVE to a separate room.
 - Alok Verma said the CAVE would be moved to one of the monarch rooms.
 - Alok Verma asked Larry if he needed volunteers for the hands on activities. Larry said that they would have apprentices to help for the event.
 - Carol Considine said they would not need crowd controllers in the expo areas since the people in the booths would keep the students occupied.
 - Alok Verma said Carol Considine was coordinating with schools about their timings.
 5. Ron Jerasa gave an update on sponsorship at Hampton Roads. He said he had given out 16 packages to companies and he was waiting to hear their response. He would follow up with them this week. He also gave out the list of companies associated with AMMA. He requested Alok Verma to send sponsorship packages to the companies named in the list. The following additional comments were made:
 - Alok Verma asked Ron Jerasa if he could identify companies that would be interested in sponsoring for the career day event from the VSRA list. Ron Jerasa said he would shorten the list.
 6. Ron Jerasa said he had stopped at Kinkos and asked their rates for the labels and he had their price listings. The following additional comments were made:
 - Alok Verma asked Ron Jerasa if the hard hats manufacturer could imprint the labels on the hard hats. Ron Jerasa said he would speak to the concerned person.
 - Carol Considine asked if we would give hard hats to teachers and chaperons who accompanied the students.

- Audrey Smallwood said it would give them publicity if teachers kept it in the rooms.
 - But the others members felt it was not needed since it would add to the costs.
 - Alok Verma said they could give out the hats at Gulf Coast area to teachers since they did not have budget issues there.
 - Alok Verma asked Audrey Smallwood about the number of hats needed for the teachers. Audrey Smallwood said she would let them know soon.
 - Alok Verma asked Ron Jerasa about the lead-time for the hard hats and he said two weeks.
 - Audrey also mentioned that Brock Clark had agreed to store the hard hats at the MGCC campus.
7. Audrey Smallwood spoke about the tour layout for Gulf Coast. She said she had the layout for NGSS that she would mail Alok Verma. She was trying to get in touch with Signal International for layout.
 8. Audrey Smallwood spoke about the hands on activities for Gulf Coast. She said that the companies had committed verbally but she is waiting for a written confirmation from them. She has sent an email regarding the same and is waiting to hear the same.
 9. The next Technical team meeting would be on November 5, 2007.

Action Items

- Joe Williams to give a layout of BAE Systems.
- Ron Jerasa to trim the VSRA lists for sponsorship.
- Ron Jerasa to finalize helmet ordering along with the imprinted logos.
- Audrey Smallwood to give and update on hands on activities and tours layout for Gulf Coast.
- Audrey Smallwood to trim the list of companies at Gulf Coast for sponsorship.
- Carol Considine to make a plan for handling the crowd for the career day event.
- Carol Considine to speak to Erin Mills about the ads in newspapers.
- Alok Verma to make sponsorship packages to send to companies.